There are six basic steps in becoming a recognized student organization.

1. Meet with the Office of Student Involvement to discuss your organization idea. You can contact them at studentinvolvement@uwrf.edu
2. Create your organization’s Constitution and set of Bylaws. (See example in this guide)
3. Obtain W#’s from at least three other students who are interested in your organization.
4. Obtain a faculty or staff Advisor, employed by UW-River Falls.
5. Complete the New Student Organization Application located on the UWRF Student Organizations website.

- Your application will be sent to your organization’s Advisor for review via email. Your Advisor will approve your application and fill out an Advisor Agreement Form.
- The Office of Student Involvement will review your form to make sure all components of the application are complete. They will then pass this form to Student Senate for review.
- You will receive a response within three academic weeks.
- Once approved, you will be contacted by a Student Org Specialist in order to set up a New Student Organization Training meeting.

The New Student Organization Application can be found on FalconSync at:
https://orgsync.com/84648/forms/52479

Student organizations must adhere to the following minimum requirements to maintain the recognized student organization status. These requirements were set by the UW System and the UW-River Falls Student Senate.

1. Require that all leadership positions in the organization be held by students enrolled on a fee-paying basis for at least half-time; as used in this policy, “half-time” status means enrollment for a minimum of six credits as an undergraduate student, and enrollment for a minimum of four credits as a graduate student.
2. Be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain.
3. Extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status, except those student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and leadership positions in the organization to students who affirm that they support the organization’s goals and agree with its beliefs.
4. Maintain an updated Constitution and a set of Bylaws.
5. Obtain a faculty or staff Advisor, employed by UW-River Falls.
6. Consist of at least four members at all times, at least 3/4 (three-quarters) of whom are students enrolled for a minimum of one semester hour of credit at the UW-River Falls.
The Office of Student Involvement at the University of Wisconsin–River Falls fosters student success through inclusive and empowering learning experiences designed to promote community engagement and self-authorship.

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Student Organization Specialist
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Organization Categories

All recognized student organizations are categorized based on their fulfillment of the specific requirements outlined. The requirements for their appropriate category must align with the organization’s Constitution and By-Laws. The categories are as follows: Open Student Organization, Selective Student Organization, Departmental Student Organization.

All funding allocated through AFAB will be based on the organization category to maintain consistency and the integrity of the UW-System Policy 820.

New Student Organizations must choose which category their organization will be using the requirements on the next page.

Benefits for all student organizations:
- Recognized student group at UWRF
- Access to the Involvement Center resources (supplies, Resource Library, storage, marketing and graphics workshops)
- Support from the Office of Student Involvement Staff
- Participation in the Involvement Fair
- Online portal designated for the organization
- Reserve space on campus within category 1 (fees may apply based on the scope of the event)
- Ability to advertise within Residence Halls and on Axis TV
- Ability to fundraise using the Office of Student Involvement food safety procedures and supplies
- Marketing and events support from the Student Involvement staff

Is my organization an Open Student Organization or a Selective Student Organization?

Use the chart below to find out!

Does your organization extend membership and all membership privileges (including voting and eligibility) to all students?

YES: Are your members chosen based on a set criteria? (try-outs, auditions, successes, bids, interviews, etc)

NO: Your Organization is considered a "Selective Student Organization"

YES: Your Organization is considered a "Selective Student Organization"

NO: Does your organization’s selection process for officer positions have a voting body that is a majority students?

YES: Your Organization is considered a "Selective Student Organization"

NO: Are all of your organization’s meeting details listed on the OrgSync calendar and visible to the entire UWRF community?
# Category Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Open Student Organizations</th>
<th>Selective Student Organizations</th>
<th>Departmental Student Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition Process</td>
<td>Initially, must undergo the New Student Organization Application process. Must participate in the annual re-recognition process online.</td>
<td>Initially, must undergo the New Student Organization Application process. Must participate in the annual re-recognition process online.</td>
<td>Initially, must undergo the New Student Organization Application process. Must participate in the annual re-recognition process online.</td>
</tr>
<tr>
<td>Advising</td>
<td>Must maintain a UWRF Faculty or Staff Advisor.</td>
<td>Must maintain a UWRF Faculty or Staff Advisor.</td>
<td>Must maintain a UWRF Faculty or Staff Advisor.</td>
</tr>
<tr>
<td>Membership</td>
<td>Must have at least 5 active members, at least ¾ of whom are current students at UWRF. Extend membership and privileges, including voting and eligibility to hold office, to all students as long as they affirm that they support the organization’s goals and agree.</td>
<td>Must have at least 5 active members, at least ¾ of whom are current students at UWRF. May institution GPA checks for members and officers.</td>
<td>At least ¾ of members must be current students at UWRF.</td>
</tr>
<tr>
<td>Selection Process</td>
<td>Voting process for Officer positions must consist of a majority students as eligible voters.</td>
<td>May have a selection process to determine membership and officers.</td>
<td>May have a selection process to determine membership and officers.</td>
</tr>
<tr>
<td>Constitution &amp; Bylaws</td>
<td>All Constitution and By-law changes must be reviewed by Student Senate Executive Board.</td>
<td>All Constitution and By-law changes must be reviewed by Student Senate Executive Board.</td>
<td>Constitution and By-laws may be changed and updated as needed.</td>
</tr>
<tr>
<td>Public Information</td>
<td>Must have all meetings listed as “events” on online portal and visible on online calendar.</td>
<td>Must have all AFAB-funded events listed on online calendar.</td>
<td>Do not need to publicize any events or meetings.</td>
</tr>
<tr>
<td>Training</td>
<td>Must complete mandatory Student Organization Officer Training</td>
<td>Must complete mandatory Student Organization Officer Training</td>
<td>Must complete mandatory Student Organization Officer Training</td>
</tr>
<tr>
<td>Funding</td>
<td>May request Annual Funding and Single Event Funding from AFAB.</td>
<td>May request Single Event Funding from AFAB for events that are open to all students.</td>
<td>May not request funding from AFAB. Have an alternative funding plan.</td>
</tr>
<tr>
<td>820 Policies</td>
<td>Meet 820 requirements as applicable.</td>
<td>Meet 820 requirements as applicable.</td>
<td>Meet 820 requirements as applicable.</td>
</tr>
</tbody>
</table>
May 1, 2018
Freddy Falcon
Spokesperson for Squirrel Watchers Society
freddy.falcon@uwrf.edu
715-715-7157

Dear Student Organizations Committee:

This letter is to inform you that the Squirrel Watchers Society is intending to seek official recognition at the University of Wisconsin-River Falls by the Student Organizations Committee. We understand that creating a student organization represents a commitment of time and resources and it is a responsibility that we take seriously.

Our organization currently has 7 members and is organized in order to:

1. Advocate for squirrel rights on campus,
2. Inform the campus and community about squirrel-related issues, and
3. Work to create and maintain a squirrel-friendly habitat.

Dr. Flying Greysquirrel has agreed to serve as our faculty advisor. His office is located in 441 Kleinpell Fine Arts Building.

Please find attached our completed application packet for official recognition. Until we are officially recognized and can elect officers, I will serve as the temporary spokesperson for the group. I am happy to answer any questions that you might have about the organization or meet with you to give you a better understanding of our goals. I can be contacted by emailing freddy.falcon@uwrf.edu or calling 715-715-7157.

Thank you for your time and attention,

Freddy Falcon
Freddy Falcon
EXAMPLE: CONSTITUTION

Squirrel Watchers of the University of Wisconsin-River Falls
Constitution and Bylaws

ARTICLE I. NAME
The name of this organization shall be the Squirrel Watchers of the University of Wisconsin-River Falls.

ARTICLE II. PURPOSE
The purpose of this organization shall be to advocate for squirrel rights on campus, bring awareness of squirrel issues to all those who interact with them and work to create a comfortable habitat for all squirrels.

ARTICLE III. MEMBERSHIP
Section 1. Membership shall be open to all students, staff, alumni and community members.
Section 2. No selection process for members shall be used. Only members who have attended a majority of meetings will be considered voting members.
Section 3. No member may be removed from membership without first having an open hearing and then by no less than a four-fifths vote at a regular meeting.
Section 4. Membership in the Squirrel Watchers of the University of Wisconsin-River Falls is open to all UW-RF students without regard to race, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

ARTICLE IV. OFFICERS
Section 1. The officers of this organization shall have the following titles: Senior President, Junior President and Events Manager.
Section 2. Officers shall be elected during the second to last meeting of the spring semester.
Section 3. No officer may be removed from office without first having an open hearing and then by no less than a 2/3 vote at a regular meeting.
Section 4. Vacancies will be filled by open nomination and a vote by the membership.
ARTICLE V. MEETINGS
Section 1. Regular meetings will be held weekly during the academic year.
Section 2. Special meetings may be called by the Chair or upon the request of any active member.
Section 3. All members must be notified of a special meeting at least 24 hours prior to the meeting. Notice will be sent out via the organization email list.
Section 4. Meetings shall be governed by the most recent edition of Robert’s Rules of Order.

ARTICLE VI. QUORUM
Section 1. The quorum for this organization shall consist of 40% voting members.

ARTICLE VII. AMENDMENTS
Section 1. Proposed amendments to this constitution or the by-laws of this constitution shall be presented at a regular meeting one meeting prior to being discussed and voted upon.
Section 2. Having been properly presented, amendments may be adopted by two-thirds of the membership at a regular meeting.
Section 3. Amendments shall go into effect as specified in the amendment.
Section 3. Event Manager: The event manager will supervise the Events Committee. He/she shall be responsible for all aspects of planning and producing events for the organization including communicating with appropriate staff members, making reservation and coordinating promotions.

ARTICLE III. COMMITTEES
Section 1. The following standing committees will exist: The Events Committee
Section 2. The Events Committee shall be supervised by the Event Manager and will be responsible for the planning of all events of the organization.
Section 3. Special committees may be formed at the discretion of the Senior President, Junior President and Events Manager.

ARTICLE IV. PARLIAMENTARIAN
The Junior President shall also serve as the parliamentarian for the organization.

ARTICLE I. DUES No dues shall be paid by members.
EXAMPLE: BY-LAWS

ARTICLE II. DUTIES OF OFFICERS

Section 1. Senior President: The senior president shall be responsible for running all meetings, meeting weekly with the advisor of the organization, liaising with the Student Organizations Coordinator and tracking all funds of the organization. The senior president shall not be a voting member of the organization except in the case of a tie.

Section 2. Junior President: The junior president will assume the responsibilities of the president in his/her absences and will also serve as the recording secretary for the organization. The junior president shall not be a voting member of the organization except in the case of the tie. Upon election, the junior president shall serve for a two year term and will ascend to the role of senior president for the second year.

Section 3. Event Manager: The event manager will supervise the Events Committee. He/she shall be responsible for all aspects of planning and producing events for the organization including communicating with appropriate staff members, making reservation and coordinating promotions.

ARTICLE III. COMMITTEES

Section 1. The following standing committees will exist: The Events Committee

*Have as many committees as you feel are appropriate. Make sure they have jobs and officers overseeing them.*

Section 2. The Events Committee shall be supervised by the Event Manager and will be responsible for the planning of all events of the organization.

Section 3. Special committees may be formed at the discretion of the Senior President, Junior President and Events Manager.

ARTICLE IV. PARLIAMENTARIAN

Section 1. The Junior President shall also serve as the parliamentarian for the organization.